

Minority and Women's Business Enterprises

Minority and Women's Business Diversity Series



Access to Decision Makers



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Goal Setting

M/WBE Participation

Governor's Commission on Minority & Women's
Business Enterprises sets Annual Goals



Effective July 1, 2005

Construction:

MBE 6% WBE 6%

Professional Services:

MBE 7% WBE 10%

Supplies:

MBE 3% WBE 3%



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Overview

- **Certification is one tool in a deep tool kit**
- **Your phone will not ring with a contract**
- **There are not quotas, but goals**
- **You must work for it**



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Keys to Contracting Success

- Build Key Business Relationships
- Provide excellent product or service
- Offer competitive prices
- Market your business to key players in the State Procurement Process
 - State Purchasers
 - State Prime Contractors



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Keys to Contracting Success

- Visit the Procurement Solicitation page on a regular basis
- Designate resources to contract proposal preparation
- Actively participate in networking opportunities
 - Pre-RFP Sessions
 - Business Matchmaking



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Does the State Buy It?

- Review Current QPA's
- Review Current Contracts
- Meet with Key State Staff
- Know PEN Products and State Use



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Know Your Market

- **Commodity or Professional Service or Construction**
 - Different procurement methods and evaluation processes
- **Small Sales or Large Sales**
 - Decentralized vs Centralized decision making
- **Prime Contractor or Sub Contractor**
 - MWBE preference is only for subcontracting
 - Agencies can meet goals through use of MWBE primes



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State Purchasing and Contracting



- **Facilities/Agencies/IDO A**
- **Low Bid/Evaluated Criteria**



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Who Decides?



- **IDOA Buyers-awards low bidder only**
- **Agency Procurement Agents-who gets RFQ's**
- **Facility Superintendents-who gets RFQs**
- **All names listed on the web**
- **Agency Subject area experts-who get RFQs and RFSs and who wins points in evaluation process**
- **Prime Contractors who will serve as contractors**



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Making Connections

- Trade groups and service organizations hold events, maintain resources and offer assistance
- Monitor web pages for meetings and pre-proposal conferences
- Attend meetings and pre-proposal conferences
- *Successful MWBEs almost always attend pre-proposal meetings*
- Attend matchmaking events and trade shows



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Be Prepared and Know the Rules

- Be Certified by IDOA
- Submit business changes immediately and annual “Statement of No-Change”
- Maintain accurate bidder profile
- MWBE primes must also meet MWBE subcontracting
- IDOA Public Works requires pre-qualification for both primes and subs on contracts over \$150,000



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Be Prepared and Know the Rules (cont'd)

- Public Works does not require bonds for subcontractors
- MWBE Division offers consultations to explain the processes



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Bidder Registration and Benefits

- **Receive solicitations from the State of Indiana Government**
- **Listing in the Buy Indiana Directory**
- **Receive a Registration Number/Bidder ID for Minority/Women Business Certification**
- **Maintain your profile to ensure that your contact information and categories of goods and services are current.**



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Bidder Registration and Benefits (cont'd)

- If competing as a subcontractor, you **WILL NOT** receive notification of opportunities by e-mail



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Bidder Registration Enrollment Process



- **On-line Registration**
 - **www.buyindiana.in.gov**
- **Bidder Registration**
 - **Contact Amy Redding**
317-234-0234



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Pre-Proposal Meetings

- Pre-proposal meeting attendees **ALMOST ALWAYS** get the subcontract
- Opportunity for Prime Contractors and Sub-Contractors to ask questions of the Agency with regard to the details of the proposed business need
- Relationship building time – identify how you bring value to the bid and sell your niche
- Attendee Contact information is available if you are unable to make a session – Contact Procurement or Public Works
- **NEW!** – pre-meeting introduction period



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Address https://financial.gmis.in.gov/psp/guest/EMPLOYEE/ERP/c/AUC_BIDDER_REGISTRATION.AUC_REGISTER.GBL Go Links

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Bidder Registration

i Please enter your information below to become a registered bidder within the system.

Contact Information

***First Name** ***Last Name**

Company: **Title**

***Email ID**

Address

***Country:**

Address 1:

Address 2:

Address 3:

Address 4:

Done Internet

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Procurement - Solicitation Page - Microsoft Internet Explorer

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Address <http://www.in.gov/cgi-bin/idoa/cgi-bin/bidad.pl> Go Links

Solicitation Opportunities Page

This listing last updated Jun/17/2005.

Not all solicitations totaling less than or equal to \$25,000 are listed on this web site.

Click [here](#) to view Department of Administration Public Works Division (DAPW) projects currently bidding.

[State of Indiana Procurement Preferences](#)

Click [here](#) for help searching the index page for a keyword.

Fri, Jun 17 2005 - 11:44 AM EST

Procurement Method	Commodity/Service Description	Addendum	Date Entered	Open Date/Time	Buyer Name and Phone #
QPA	AUTOMOTIVE WIRE ASA6-6-5	1	6/1/2005	6/17/2005 3:00:00 PM	Cindi Atkinson
REP	Vaccines for Children (VFC) Program REP-5-88	0	5/12/2005	6/17/2005 3:00:00	James

Start In... ID... 1 ... Do... As... Pr... Re... Pr... Do... Internet 11:45 AM

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Solicitations

- Posted online for many larger opportunities
- Details of agency specifications and requirements for completing the package
- www.BuyIndiana.IN.gov
 - Procurement solicitations
 - Public Works and INDOT Bids
 - Stadium Construction Bids
 - Other Opportunities



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STATE OF INDIANA
REQUEST FOR PROPOSALS
5-38

INDIANA DEPARTMENT OF ADMINISTRATION

AND THE

INDIANA FAMILY AND SOCIAL SERVICES ADMINISTRATION/OFFICE OF MEDICAID POLICY AND PLANNING

Solicitation for:

Enrollment Broker Services

Proposal Due Date: July 29, 2005

CONTENTS OF RFP 5-38

RFP 5-38 consists of the following documents, which may be downloaded from this web site:

- [RFP-5-38](#)
- [Attachment A](#), This is one form: The Minority and Women's Business Enterprise (MWBE) Participation Plan form. A completed version of this document must be included with your response.
- [Attachment B](#), *Sample Contract*.
- [Attachment C](#), *Indiana Economic Impact Form*.
- [Attachment D](#), *Scope of Work*.
- [Attachment E](#), *Indiana Health Coverage Programs Overview*.
- [Attachment F](#), *Cost Proposal*.
- [Attachment G](#), *Corporate Qualifications Reference Questionnaire*.
- [Attachment H](#), *Hoosier Healthwise Mandatory RBMC Map*.
- Questions and Answers about the RFP. The inquiry period for this RFP closes **July 1, 2005**, at 3 p.m. Eastern Standard Time. When the questions and answers are posted, this will be an active link.

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Steps to Awards

- Attend Pre-Bid Meetings
- Tell Firms about your interest
- Construction Email MWBED
- Milestone Calendar published in Solicitation
- Proposal prepared
- MWBE requires subcontractors to protect self
- Prime Contractor is notified and negotiations begin
- Prime Contractor receives awarded contract
- Public Inspection



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Website Referrals

- www.in.gov/idoa/proc/index.html
 - Procurement Website
- www.in.gov/idoa/register
 - Bidder Registration Website
- www.in.gov/idoa/minority
 - State Office of Minority and Women's Business Enterprises



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Website Referrals

- www.buyindiana.in.gov
 - Bidder Registration, MWBE Directory, Current Solicitations
- www.in.gov/dot/business/contract/
 - Indiana Department of Transportation – Contractors Page
- www.in.gov/IDOA/contracts
 - State of Indiana Active Contracts



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Telephone Referrals

- Bidder Registration
 - Amy Redding 317-234-0234
- Minority and Women's Business Enterprises Division
 - Main Number 317-232-3061
- Indiana Department of Transportation – DBE Program
 - George Roney 317-233-3563



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Networking to Success



Networking- n.v. a group of people who exchange information, contacts, and experience for professional or social purposes.

-The Oxford Dictionary



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Networking to Success

Tips for Successful Networking

- 30 second elevator speech
- Ask the Buyer for more detail about their business needs
- Outline why your product or service is of superior benefit to the buyer
- Clarify when the Buyer will need the goods or services
- ***BRING PLENTY OF BUSINESS CARDS AND PROMOTIONAL MATERIALS.*** Make sure your cards are easily accessible



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Networking to Success

Tips for Successful Networking (cont'd)

- Use the State contracts, QPA list, networking contracts, and other resources to know exactly what you have to sell that meets the Buyer's needs.
- Tell them why they should engage your firm
- Be an attentive listener. Engage in conversation related to the business opportunities
- Plan your next meeting or pinpoint a date to follow up



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Networking to Success

Networking at Events

- Know the influential people in your field or target market. Seek them out at events with a specific purpose in mind.
- Jot down a few personal notes on the back of the business cards that will help you remember key points
- Don't spend too much time with one person
- Develop and maintain relationships long term



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Contact Us



**Minority and Women Business Enterprise
402 W. Washington Street, Room W469
Indianapolis, IN 46204**

- [**mwbe@idoa.in.gov**](mailto:mwbe@idoa.in.gov)
- [**www.in.gov/idoa/minority**](http://www.in.gov/idoa/minority)
- **317-232-3061**



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